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No Change in Class. _____
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From _____
Date: 1-9-79

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MEMORANDUM FOR: Director of Personnel

SUBJECT: Staff Employees in External Training

1. Consistent with the current procedure for personnel on LWOP or detailed to other Government agencies, employees approved for full-time external training will not be counted against the staff ceiling during the period they are actually engaged in the scheduled training. When an official personnel action places an employee in an external training status in excess of thirty days, the individual will not be counted as of the effective date of that action and will be charged against the ceiling again upon the completion of the specified period.

2. The Office of Personnel will establish procedures to ensure that the provisions of the above paragraph are carried out and that Regulation [ ] Tables of Organization, is revised to incorporate the above-stated policies regarding use of staff ceilings.

Signed: H. Gates Lloyd

~~John R. Smith~~  
Deputy Director  
(Support)

AP  
Distribution:

- Orig. & 1 - Addressee  
1 - DD/S Subject  
1 - DD/S Chrono  
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1 - RCS (to follow up on re-write)